



# ENGLISH SCHOOLS' SWIMMING ASSOCIATION

Patron: Duke of Cambridge

## **EXPENSES POLICY - OFFICIALS**

This policy outlines the ESSA's fair and consistent approach to processing claims for expenses for volunteers officiating at ESSA events.

### **1 INTRODUCTION**

Volunteers support the overall strategic aims of the ESSA. They are critical to the organisation in achieving its charitable objectives. This Expenses Policy provides guidance on which expenses are to be claimed for and aims to promote a reimbursement procedure that is fair and consistent.

### **2 POLICY STATEMENT**

The ESSA greatly appreciates and values the time given by volunteers to help support our work and we are committed to ensuring that no volunteer is out of pocket because of reasonable expenses incurred in support of the ESSA's events.

The ESSA needs to ensure that any expenditure is relevant to our charitable objectives and can be fully justified, therefore all expenses should be reasonable and kept to a minimum.

It is important that there is transparency with all payments and therefore all claims must always be supported by the relevant receipts for auditing purposes.

### **3 SCOPE**

This policy applies to all volunteers who carry out an officiating role at an ESSA national event.

The reimbursement of expenses to volunteers are only given to cover any out-of-pocket costs that have been incurred and do not represent any financial reward or any compensation for loss of time. Payment of expenses does not change the recipient's status as a volunteer.

### **4 KEY RESPONSIBILITIES**

The ESSA will value and recognise the contribution of our volunteers and ensure there is reimbursement of agreed out of pocket expenses.

Volunteers are expected to act honestly and responsibly and to submit fair and reasonable agreed out of pocket expenses in accordance with this policy.

The ESSA treasurer is expected to check that claims comply with this policy, deal with them promptly and ensure they are claimed in accordance with the correct process. Where the wording in this policy refers to the ESSA Treasurer, it includes any person delegated to represent them for a specific event.

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## **5 CONDITIONS FOR SUBMITTING A CLAIM**

Before a claim is made, consideration needs to be given to the following:

- The expenses that are being claimed are reasonable and only cover any out-of-pocket expenditure and;
- The expenses relate solely and exclusively to costs incurred in the line of voluntary activity for the ESSA's event and;
- The offer to volunteer to officiate at an ESSA event has been accepted by the event's Official's Coordinator and;
- Approval has been sought and given by the ESSA Treasurer in advance of committing to expenses in writing where the expense is likely to exceed the Policy Limits for the event.

Officials traveling with a team or competitor are not eligible for expenses as the costs are not incurred wholly or exclusively for the voluntary activity.

## **6 TRAVEL EXPENSES**

Reasonable travel costs will be reimbursed in accordance with the following guidelines:

- Wherever possible the cheapest mode of transport should be used, and public transport is preferred. Where possible travel costs should be avoided by travelling with a competing team.
- Minimum duration of volunteering prior to being eligible to claim certain expenses may be specified for some events. By default, this minimum is a single session of any ESSA Event.
- If a volunteer is entitled to any kind of travel concession such as senior citizen pass or student pass, this must be used to help minimise costs to the ESSA.
- Weekly or monthly bus or train tickets are only to be paid for if they are the cheaper option and has been agreed in advance with the ESSA Treasurer.
- A volunteer using their own car may also claim a contribution towards their mileage for the journey at the official HMRC rate, which is set at 45 pence per mile at time of publication.
- Consideration should be given to lift sharing.
- If a volunteer uses their own car to get to and from the ESSA event, car parking may be claimed for. Payment must only be paid to cover the duration of the time volunteering and wherever practical, volunteers must use the cheapest car park available.
- Taxi costs may not be claimed for unless in exceptional circumstances. Exceptional circumstances can include, but is not limited to, situations where it is cheaper for a number of volunteers to share a taxi, if a volunteer has particular health or mobility restrictions or where it would be unsafe for a volunteer to take another form of transport.
- Any travel expenses to be claimed that are not covered by the above guidelines must always be agreed in advance.

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- Air travel should only be used with prior arrangement with the ESSA treasurer and economy travel should be used where possible.

### **7 POLICY LIMITS/PRE-AUTHORISATION**

If any of the following apply to an expense claim, pre-authorisation of the whole claim is required. This is achieved by submitting an expense claim for pre-authorisation prior to commitment to any expenses. Such a claim must be followed up after the event with actual costs and receipts which should not exceed the pre-approved amount unless exceptional circumstances apply.

- Overnight accommodation.
- Air Travel.
- Total expenses in excess of £100 per event.

### **8 CHILDREN & YOUNG PEOPLE**

If a young person wishes to volunteer at a ESSA event, and is under 16 years of age, they must be accompanied by a responsible adult. The ESSA will pay the resulting travel expenses for the responsible adult in line with this policy.

If a young person aged 16-19 wishes to attend such an event and their parents are not happy for them to travel alone, then the ESSA will pay the travel expenses for the responsible adult who will be travelling with them in line with this policy.

Where travel expenses are paid for an accompanying adult, the accompanying adult may be asked to perform voluntary support.

### **9 MEAL/REFRESHMENT EXPENSES**

The ESSA will aim to provide a meal/refreshment where the event is longer than three and a half hours. At its sole discretion the ESSA may offer a payment or voucher for meals/refreshments. As a rule, meals/refreshments cannot be claimed for, save where there is an exceptional circumstance. Where such circumstances exist and where possible, prior agreement with the ESSA treasurer must be reached.

Volunteers may not claim for the cost of alcohol.

### **10 OVERNIGHT ACCOMODATION**

In general, the ESSA will request volunteers that are within reasonable travelling distance to an event to avoid the need for overnight stays. In some circumstances it is accepted that an overnight stay is reasonable. In such circumstances this must be agreed in advance.

Such circumstances may include situations:

- When an Event runs over several days.
- Where the journey would require a volunteer travelling excessive hours or extending their volunteer day to a level where it would be unsafe to drive.

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- Where a volunteer has health issues that mean it would be in their best interests to have an overnight stay.

The ESSA may at its sole discretion book and pay for accommodation for a volunteer and may request the volunteer share accommodation with another volunteer.

Where an overnight stay has been agreed, the ESSA will also cover the cost of an evening meal before the stay and breakfast the morning after. Where possible such meals will be paid for in advance by the ESSA when the accommodation is booked.

Where such accommodation is booked for in advance by the ESSA and is not subsequently used the ESSA may seek reimbursement from the volunteer for whom they were booked, save where there is an exceptional circumstance.

### **11 HOW TO PROCESS A CLAIM FOR EXPENSES**

All expenses are to be claimed for by submitting a volunteer expenses form, which is included with this policy document. All claims must be accompanied by the appropriate receipts.

Expenses must be adequately described on the expenses form and failure to do so may result in non-payment. Expense claims should be submitted promptly, within 5 days of the conclusion of the event to which they relate.

Expense claims forms must be authorised by the ESSA Treasurer.

Payment will be made by BACS transfer so volunteers making a claim must provide all the necessary bank details. All personal details provided in the process of making a claim are handled in accordance with the ESSA' privacy policy (available on the ESSA's website [www.essa-schoolswimming.com](http://www.essa-schoolswimming.com))

### **12 THE CONSEQUENCE OF NON-COMPLIANCE**

Any failure by volunteers to comply with this policy will impede the ESSA's charitable objectives.

Any abuse or misuse of volunteer expense payments will be treated very seriously and may result in a volunteer being asked to cease their volunteering and action may be taken to recover excess payments.

### **13 CONTACT INFORMATION**

For further information on this policy please contact the ESSA treasurer (email: [treasurer@essa-mail.uk](mailto:treasurer@essa-mail.uk)) .

Submitted for Pre-approval / Payment \* (delete as appropriate)

<b>ESSA EXPENSE CLAIM FORM</b> - RETURN TO:		Jackie Bedford ESSA Treasurer Marguerite House Ashford Road Tenterden TN30 6BT		
Email: <a href="mailto:treasurer@essa-mail.uk">treasurer@essa-mail.uk</a>				
Please complete in BLOCK CAPITALS		Date of Claim:		
Personal Details Name:		EVENT:		
Address:		Location:		
		Travel From:		
Postcode:		Travel To:		
Phone:		Date:		
Signature:				
<p>Note:</p> <ol style="list-style-type: none"> <li>1 All expenses claimed must be in accordance with ESSA expenses policy.</li> <li>2 Receipts, showing VAT where applicable, must be attached for items in excess of £5.00.</li> <li>3 Claims must be made within 5 days.</li> </ol> <p><b>Failure to complete this claim form correctly may result in delayed payment.</b></p>				
TRAVEL	Nominal Code	Expense £	p	VAT (office use)
Private Car ( miles @ 45p per mile)				
Rail				
Public Transport				
Taxi				
Other items				
Hotels				
Meals				
Car Park (not to include Airports)				
Miscellaneous				
<b>TOTAL</b>				
Bank:		Branch:		
Address:		Sort Code:		
		Account No:		